

He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana

With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.

POSITION DETAILS

REPORTS TO	Water and Waste Services Manager
GROUP	Infrastructure Operations
DIRECT REPORTS	Nil
FINANCIAL DELEGATION	Statutory delegation would apply as approved from Council from time to time
WARRANTS REQUIRED	Waste Minimisation Act and Solid Waste Bylaw


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    A[GM Infrastructure Operations] --> B[Water and Waste Services Manager]
    B --> C[Waste Minimisation Officer]
    B --> D[Solid Waste Environmental Engineer]
    B --> E[3 Water Team]
  
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PURPOSE OF POSITION

To manage the implementation and promotion of Waste Minimisation Management Plan within the Horowhenua District. This includes but is not limited to, liaising with waste education providers, schools, event organiser and businesses as well as supporting schools and community groups in waste minimisation practices.

KEY ACCOUNTABILITIES

AREA	EXPECTED OUTCOMES
HOROWHENUA DISTRICT COUNCIL WASTE MINIMISATION AND MANAGEMENT PLAN	Aid in achieving the goals outlined in the WMMP Complete feasibility studies/investigations for potential new services Ensure that appropriate steps are taken for renewal of WMMP
PROVISION AND PROMOTION OF WASTE MINIMISATION EDUCATION	Liaison with waste minimisation education providers, schools and businesses/organisations Organisation and promotion of events that provide waste minimisation education
PROMOTION OF WASTE MINIMISATION AND RECYCLING	Promotion of waste minimisation and recycling at community events Creation of waste management guidelines for events Supporting schools and community groups in waste minimisation practices Organisation/hosting of events promoting waste minimisation
WASTE MINIMISATION GRANT	Manage the promotion of community waste minimisation grant and make assessment of applications

COMMUNICATION AND RELATIONSHIP MANAGEMENT	Lead, build and manage strong working relationships and communication internally with team members and Waste Manager to ensure coordinated approach to shared outcomes. Build effective and strategic community and business relationships with key stakeholders, including other councils and iwi to enhance effective communication and efficient information sharing.
ADMINISTRATION	Prepare timely and comprehensive reports as appropriate and maintain high quality records to help advise Council in decisions and action as required.
CUSTOMER FOCUS	Ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders.
ORGANISATIONAL SUPPORT	Approved procedures, information systems and policies are documented and complied with. Develop and maintain professional knowledge and contacts. Participates in Council's performance management programme.
HEALTH, SAFETY AND WELLBEING	Active participation and engagement in HDC's health, safety and wellbeing practices and projects.
CIVIL DEFENCE	Assist with Emergency events as required. Attend relevant training as required.
VALUES	The best interest of the organisation are represented at all times ensuring HDC values are reflected in behaviours and professional delivery of role.
ADDITIONAL DUTIES	Complete other duties that may be required

SKILLS, KNOWLEDGE & EXPERIENCE

Achievement - Demonstrates a strong focus on high performance standards and personal achievement. Goes above and beyond to exceed expectations.

Communication - Communicate in a clear, confident and articulate manner. Is effective at influencing others.

Implementation - Is reliable, detail-focused and meticulous. Follows through on plans to ensure they are carried out accordingly.

Resilience - Remains calm, composed, and optimistic in stressful or high pressure situations.

Self-Insight - Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.

Strategic Agility - Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risks.

Business Acumen - Maximise returns in the business is future-orientated and strategic and seeks areas for business improvement.

Teamwork - Supports and collaborates with team members to achieve targets.

Mental Power – Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts.

OUR VISION

Working together to take Horowhenua from **good to great**.

OUR VALUES

Greatness We never settle until our good is better and our better is great!

Real unity We make it happen, together!

Energy We use our energy to perform and succeed!

Achievement We deliver exceptional results!

Trust We create trust by living with integrity!